

# Curriculum Vitae

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**Name: Muneeb Alam Qureshi**

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Date of Birth: 19 Oct 1995

Age: 28 years

Nationality: Pakistan (Karachi)

Current Location: Abu Dhabi



## Summary

I am a Business graduate from Iqra University. Providing Financial Advisory for professional and effective business plans. I have worked in different Accountancy firms as an Accountant and Taxation Professional. I am looking forward to becoming a connection between Business Personnel and Excellence by providing my services for Business Growth. My goal is to make Accounting Management easy for Business entities by taking responsibility to maintain the complete books of account. Providing expertise to business entities in different government registrations to make the Businesses registered as required by statute. Setting up their financial goals.

## SKILLS AND DEVELOPMENTS

- |  |                        |                              |
|--|------------------------|------------------------------|
| ❖ Account Management & Accounts Reconciliation | ❖ Audit                | ❖ Accounts Payments Handling |
| ❖ Analytical                                   | ❖ Microsoft Office     | ❖ Taxation                   |
| ❖ Business Registration                        | ❖ Capital Budgeting    | ❖ Cash Operations            |
| ❖ Costing Management                           | ❖ Finance Reporting    | ❖ Financial Analysis         |
| ❖ Good Communication Skills                    | ❖ Inventory Management | ❖ Maintain Banking Relations |

## PROFESSIONAL EXPERIENCE

### Accounts Manager

**Jun 2023 – Present**

The Car Medics Auto Repair Center LLC

#### Roles and Duties: -

- Month and end-year process
- Accounts payable/receivable
- Cash receipts
- General ledger
- Payroll and utilities
- Cash forecasting
- Revenue and expenditure variance analysis
- Capital assets reconciliations



Monitor and analyze accounting data and produce financial reports or statements  
Establish and enforce proper accounting methods, policies and principles  
Coordinate and complete annual audits  
Provide recommendations  
Improve systems and procedures and initiate corrective actions  
Assign projects and direct staff to ensure compliance and accuracy  
Meet financial accounting objectives  
Establish and maintain fiscal files and records to document transactions

## **Accounts Manager**

**Oct 2022 – Feb 2023**

Friendz Clothing (Pants, Shorts and T – Shirts manufacturer and exporter)

### **Roles and Duties: -**

- ❖ Accounts Maintaining
- ❖ Book Keeping
- ❖ Ledger Maintaining
- ❖ Financial Controlling
- ❖ Inventory Management
- ❖ Stock Physical Audit
- ❖ Preparation and Finalizing Financial Statement
- ❖ Ledger and Trial Balance
- ❖ Making Accounts and Finance Policies
- ❖ Establishing Financial plans for future goals
- ❖ Budgeting
- ❖ Cost Accounting

## **Manager – Finance & Accounts**

**Jun 2021 – Sep 2022**

Quality Butler Services (Private) Limited

### **Roles and Duties: -**

- ❖ Develop and manage annual and multi-year budgets that are adequate for the organization's needs including preparation of periodic budget forecasts
- ❖ Prepare and maintain cash flow analyses as needed
- ❖ Analyze monthly financial statements (balance sheet, income statement, and statement of cash flows) and effectively convey analysis to staff as requested
- ❖ Assist in preparing year-end books for audit
- ❖ Ensure operational compliance with policies, procedures and regulations for any necessary entities
- ❖ Process vendor payments and check requests
- ❖ Process employee reimbursements including managing employee credit card charges and reconcile credit card accounts
- ❖ Reconcile bank accounts and general ledger accounts as assigned
- ❖ Respond to inquiries from staff regarding budgets, deposits, disbursement and grant reporting requests.
- ❖ Assist in reconciling all balance sheet and income statement accounts on a monthly/quarterly basis as indicated by the monthly closing schedule.
- ❖ Process payroll and report payroll taxes for the organization
- ❖ Perform basic office management duties as requested



## **Client Accounts Manager**

**Oct 2020 – Sep 2022**

Pulp Consultants (SMC-Private) Limited

### **Roles and Duties: -**

- ❖ Accounts Management
- ❖ Managing books of accounts of different clients
- ❖ Financial Modeling & Financial Planning
- ❖ Investment Analysis
- ❖ Business Planning & Budgeting
- ❖ Financial Statement Preparation & Analysis
- ❖ Managing the Office as in charge
- ❖ Financial Controlling
- ❖ Accounts Receivable Management and Payable Management
- ❖ Statutory Returns submission of PVT Ltd Companies
- ❖ Company Formation
- ❖ Company Registration (SECP) & Business Registration (FBR)
- ❖ Sales Tax Registration (FBR & SRB) & Tax Return Filling (FBR & SRB)
- ❖ Leading Finance Department of different companies in Pakistan
- ❖ Managing Business of Foreign Client
- ❖ SECP Compliances
- ❖ Dealing with different Government bodies
- ❖ Business Development Manager
- ❖ Bringing Business to the Organization & Business Setup
- ❖ Making Accounting Management System on Excel according to different businesses
- ❖ And other duties needed as per the circumstances

## **Accounts and Taxation Officer**

**Jan 2020 – Jun 2020**

AF Associates, Karachi, Pakistan

### **Roles and Duties:**

- ❖ Accounts Management
- ❖ Data Entry on Tally ERP Software
- ❖ Preparing Cash flow on Tally ERP Software
- ❖ Maintaining Ledgers on Tally ERP Software
- ❖ Accounts Receivable and Payable Management on Tally ERP Software
- ❖ Maintaining Purchase Summary on Tally ERP Software
- ❖ Cost Analysis
- ❖ Ending Inventory Management
- ❖ Preparing Financial Statements
- ❖ Preparing Sales Tax working
- ❖ Filling Sales Tax Return on Government Portal
- ❖ Preparing Income Tax working
- ❖ Filling Income Tax Return on Government Portal
- ❖ Discussing new policies and trends with upper management

## **Sales Executive**

**Sep 2019 – Nov 2019**



Data Com, Karachi, Pakistan

**Roles and Duties:**

- ❖ Bring customer for the campaign of Cable TV, Internet and Home Phone Services from allaround the USA.
- ❖ Worked on an American Campaign in which we had to communicate with resident of USA forselling Cable TV, Internet and Home Phone Services.
- ❖ Had to done subscription of Cable TV, Internet and Home Phone Services for people from allaround the USA.
- ❖ Resolve customer's issues regarding services
- ❖ Provide after sale services

**EDUCATION:-**

- **Bachelor's in business administration** **2019**  
Iqra University, Karachi, Pakistan  
Research Project Title: "Qualitative report on Mobile Phone Dependency and its impacton adolescent's social and academic behaviors"
- **INTERMEDIATE** **2013**  
**Commerce**  
Shah Commerce College, Karachi, Pakistan

**REPORTS & PROJECT**

- ❖ Qualitative report on Mobile Phone Dependency and its impact on adolescent's socialand academic behaviors
- ❖ Qualitative report on Effect of HR Practices, Work Engagement, Job Crafting and Task Performance on Organizational Citizenship Behavior
- ❖ Financial Statement Analysis of Ghani Ceramics Limited
- ❖ A descriptive report on operations of N Recruitment Consulting
- ❖ A descriptive report on Financial Ratio Analysis
- ❖ A descriptive report on Production system of SCM of ATCO PHARMACEUTICAL MULTINATIONAL CORPORATION

**LANGUAGES**

English & Urdu